



Talent Gateway Form

A Talent Gateway (TG) form contains a variety of information about an applicant. The applicant completes the form as they are applying for any vacancy. Below is a view of how this form will appear in the applicant forms list. To view the form, click the form name link or the binocular icon. Be certain to select the Job Response form with the req number/title (in this case 24BR: Secretary) that corresponds to your req. Use the elink icon to email this form to another person.

26-Apr-2006	4274	Talent-Gateway-Nonpromotional Gateway	System submission	26-Apr-2006	System submission		
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Talent Gateways forms can be one of three different types:

1. Non-promotional Gateway – a general form completed through the Non-promotional Talent Gateway
2. Promotional Gateway – a general form completed through the Promotional Talent Gateway
3. Job Response – a gateway form completed through either gateway but tied to a specific Req

The applicant forms list may contain multiple Talent Gateway Forms. Unlike some of the applicant forms that are completed as part of the application process, a new TG form is completed each time an applicant applies for a new vacancy. This is because some of the availability information and the selective information may change based on the vacancy for which the applicant is applying. As a general rule, always view the most recent TG form, by default the one closest to the top of the list. Also look in the list for a Job Response form with your specific Req ID in the title. That will include some of the specific questions that were posted for your Req. That form should provide you with additional information specifically related to your vacancy.

Below is a view of the general information found on the Talent Gateway form.

* Preferred Method of Contact:

☐

E-mail

☐

US Postal Service

* High School Graduate or Equivalent (GED)?

☐

Yes

☐

No

* Bachelor's Degree or above?

☐

Yes

☐

No

* Are you a permanent State of Iowa employee?

What Executive Branch Department do you work for?

[Expanded menu](#)

Are you available Full-time and/or Parttime?

☐

Full-Time

☐

Part-Time

☐

Both

Are you available for Travel?

☐

Yes

☐

No

What Shift(s) are you available for? (Select all that apply)

☐

Day

- ☐ Evening
- ☐ Night
- ☐ Any/All
- ☐ Weekend

Mark Counties in which you WILL work: (Select all that apply)

Adair

Adams

Allamakee

Appanoose

Audubon

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Mark Institutions in which you WILL work: (Select all that apply)

DHS - Civil Commitment Unit, Cherokee

DHS - Glenwood Resource Center

DHS - Mental Health Inst, Cherokee

DHS - Mental Health Inst, Clarinda

DHS - Mental Health Inst, Independence

You can choose more than one option in some of the next questions. To choose more than one, hold your CTRL key down while you click on each of your choices. Release the CTRL key when you are done.

-Education and Experience Areas: (Select All That Apply)

Bachelor Degree - Major(s)

Applicants will select their major field of study.

Accounting

Agricultural Business

Agricultural Engineering

Agronomy

Animal Science

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Licenses, Certifications, Registrations:

Applicants will select any licenses, certifications or registrations which they possess.

ACCREDITED MEDICAL RECORDS TECHNICIAN [384]

ADULT EDUCATION (IA TEACHING CERTIFICATE) [854]

ADULT NURSE PRACTITIONER [037]

ARCHITECTURE (REGISTERED) [875]

AUDIOLOGIST (LICENSURE) [870]

[Expanded menu](#)

For those Selectives with a (#) see expanded requirements

Accounting / Audit / Budget / Finance / Management (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ACCOUNTING (#) [002]

ACCOUNTING (2 YRS EXP, 20 SEM HRS OR COMB) [780]

ACCOUNTING SYSTEMS USED BY ICC [793]

AUDITING [018]

BUDGETING [058]

Agriculture / Environmental Protection / Natural Resources / Parks and Recreation (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

AGRIC EXTENSION SERVICE (#) [039]

AGRICULTURAL PRODUCTS INSPECTOR [048]

AGRICULTURE (#) [006]

AIR POLLUTION CONTROL (#) [008]

ANIMAL SCIENCE [036]

Architecture / Art / Library / Museum / Curator / Religion (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

AMERICAN ARCHITECTURE HISTORY [009]

ARCHITECTURAL HISTORY [013]

ARCHITECTURE [014]

ARCHIVAL MANAGEMENT [067]

ARCHIVIST (#) [462]

In the following sections, applicants will select any fields in which they have at least 12 semester hours of education or 6 months of experience. Selective areas have been grouped by subject area to make it easier for the applicants and for the hiring departments. HRE will use this information to determine eligibility for selectives. Departments can use this information when working lists of referred applicants.

Languages (Select All that you have Fluency in lieu of education and experience):

AMERICAN SIGN LANGUAGE (ASL) [025]
ARABIC [867]
BI-LINGUAL: ABILITY TO SPEAK, READ, WRITE 2ND LANG. [878]
BOSNIAN
BRAILLE (INCLUDES WORD PROC FORMATTING/BRAILLING) [926]

Automobiles / Maintenance / Trades / Occupations / Machines / Engines / Printing / Editing: (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

AIR CONDITIONING (HEATING/REFRIGERATION) [024]
AMUSEMENTS RIDES-INSPECTION,INSTALL,MAINT [010]
AUTO BODY [019]
AUTO MECHANICS [020]
AUTO SERV (TUNE-UP,OIL CHNG,TIRE MOUNT) [021]

Business / College / Student Aid / Economic Development / Emergency Mgmt / Homeland Security / Marketing / Sales / Customer Support: (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ADVERTISING [070]
BUSINESS (#) [063]
BUSINESS ADMINISTRATION (2 YRS EXP, 20 SEM HRS OR COMB) [781]
BUSINESS ADMINISTRATION [061]
BUSINESS CONTINUITY/DISASTER RECOVERY (#) [729]

Computers / Information Technology / Telecommunication / Media / Mass Communications / Journalism (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ACQUISITION DBA (#) [421]
ADSO-IDMS (#) [234]
ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (#) [228]
APPLICATIONS SUPPORT [071]
ARCVIEW [128]

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Criminal Justice / Law Enforcement / Investigations / Inspections / Fire Safety / Workforce - Labor / Insurance / Law / Vocational Rehab (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ADMINISTRATIVE LAW (#) [004]
BLDG & FIRE CODES & HANDICAPPED ACCESS REGS [224]
BUILDING AND FIRE CODE EXPERIENCE (#) [227]
CAREER DEVELOPMENT COUNSELING EXPERIENCE (#) [257]
CERT TO OPERATE IA SYSTEM/CRIM JUSTICE INFORMATION [935]

Education (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

COLLEGE LEVEL EDUCATION EXPERIENCE (#) [256]
ECONOMICS (2 YRS EXP, 20 SEM HRS OR COMB) [784]
ED/GUIDE OR COUNS (CAREER EXPLORATION) [189]
EDUCATION (INFORMATION TECHNOLOGY) (#) [957]
EDUCATION [186]

Engineering (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

AGRICULTURAL ENGINEERING (#) [007]
BIO-MEDICAL ENGINEERING (#) [065]
CHEMICAL ENGINEERING [093]
CIVIL ENGINEERING (2 YRS EXP, 20 SEM HRS OR COMB) [782]
CIVIL ENGINEERING [097]

Health / Medical / Nursing / Pharmacy / Disabilities / Human Services / Corrections / Institutions (Select all that you have 6 months experience, 12 semester hours or combination of both unless otherwise indicated):

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY [905]
APPLIED BEHAVIORAL ANALYSIS [921]
AUTOPSY [942]
BAKING [050]
BENEFITS ADMINISTRATION [909]

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Miscellaneous - Military / Location /Transportation / Typing / Utilities / Human Resources (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ARMY TRAINING MANAGEMENT (#) [235]
BRIDGE DESIGN [062]
BRIDGE INSPECTION [057]
CARTOGRAPHY [110]
CHICAGO ILLINOIS (Experience / Semester Hours not applicable) [042]

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Science (Select all that you have 6 months' experience, 12 semester hours or combination of both unless otherwise indicated):

ANTHROPOLOGY [011]
ARCHEOLOGY [012]
BIOLOGICAL SCIENCES [054]
BIOMETRICIAN [919]
CHEMISTRY [094]



-General Questions

Are you willing to undergo a
thorough background investigation
by the Department of Criminal
Investigation? ☐ Yes
☐ No

-Social Worker Questions

Do you hold a Graduate or
Bachelor's degree of Social Work
from a college or university
accredited or approved by the
Council on Social Work Education
or another comparable body
comparable body? ☐ Yes
☐ No